

Decision Flow Chart

for Suspicious Packages

**SUSPICIOUS
PACKAGE**

**LEAVE IT
ALONE!**

**Suspected
Bomb**

**Other
Suspicious
Object or
Substance**

- Change nothing in the environment: do not touch anything, do not turn on/off lights or change heating, air conditioning or ventilation.
- Immediately evacuate a minimum of 500 feet and alert others within that area.
- Do not use electronic devices (e.g. cell phones) within 500 feet of suspected bomb.
- Call 9-1-1 and remain available to authorities.
- Follow established procedures.

- Distance yourself from hazard; exposed persons should remain in area and await instructions from first responders.
- Call 9-1-1
- Persons showing symptoms of exposure should flush affected areas with large amounts of water.
- Follow established procedures.

Call 9-1-1

and follow your organization's procedures

For Further Information

www.ready.illinois.gov
Illinois Terrorism Task Force
217.558.1334

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State of Illinois
Illinois Terrorism Task Force

Mail - Package - Explosive Threat Checklist

Why Is It Suspicious?

What Should I Do?

Whom Should I Tell?



Provided by the Illinois Terrorism Task Force

THREAT CHECKLIST

(Use this form to assist in identifying the threat)

Date: _____ Person receiving threat/suspicious package: _____
Time received: _____ If by phone, time call terminated: _____
Phone number displayed by Caller ID: _____
Work location of person receiving threat/suspicious package: _____

EXACT WORDING OF THREAT

CALLER/SUSPECT VOICE AND DESCRIPTION (circle all the apply)

Gender: male female

Age: child teen 20-29 30-39 40-49 50-59 older

Voice characteristics: loud soft deep whisper stutter lisp

fast slow normal nasal slurred broken disguised squeaky

Accent: _____ Other: _____

Manner: angry excited giggling crying sincere stressed calm

Language: well-spoken incoherent irrational taped (recorded?) abusive foul

Was voice familiar? Yes No

Know caller as: _____

BACKGROUND NOISE

Street noises: _____

House/residence noises: _____

Aircraft: _____

Voices: _____

Music: _____

Machinery: _____

Bar/tavern: _____

Other: _____

SUSPICIOUS PACKAGE/MAIL

Time delivered/discovered: _____ Location of delivery/discovery: _____

Who/how delivered or discovered: _____

Characteristics of package/mail (circle those that apply):

Actual threat message Marked with any threatening language Excessive postage

Excessive weight Inappropriate or unusual labeling Handwritten or poorly typed address

Strange or no return address Incorrect titles or title without a name

Misspelled common words Not addressed to a specific person

City of postmark does not match return address city

Powdery substance felt through or appearing on package Oily stains, discoloration or odor

Lopsided/uneven package or envelope Excessive tape, string, or packing materials

Ticking sound Protruding wires or aluminum foil

BOMB THREAT QUESTIONS

When is bomb going to explode? _____

Where did you put the bomb? _____

Where is it right now? _____

Did you place the bomb? Why? _____

Do you know who placed the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

What will make bomb explode? _____

What is your name? _____

Where are you calling from? _____

What is your address? _____

Have you notified anyone else? _____

Whom do you represent? _____

Do you know that there are innocent people in the building who may be killed or injured?

Yes No (circle what applies)

NOTES

